

MME Focus Points #1 – Week of February 23, 2009

This is the first in a series of weekly emails you will receive through the end of March to help you administer the Spring 2009 Michigan Merit Examination (MME) in manageable “bite-size chunks.” If you focus on these points this week, we think your MME experience will go much smoother.

- **February 24** – We are now within the 10-day “No Test Preparation” window. Do not use materials of the same content that very closely or identically match topics/wording used in any previous ACT, WorkKeys, or Michigan components of the MME.
- **February 26** – “Additional Order” window for MME Day 3 secure materials begins today. Order via OEAA Secure Site (www.michigan.gov/oeaa-secure). Secure materials for Day 1 and Day 2 are expected to be in schools March 4.
- **February 27** – Last day for ACT to receive “Special Situations Form” for Accommodated Testing for Day 1. This is only for situations occurring after February 13. For details, see our 2/19/09 email “MME Day 1 Accommodations – Special Situations.”
- **Local MME training sessions** conducted by Test Supervisors must be completed by March 6. All Room Supervisors and Proctors, whether new or experienced, must attend. See “Training Session Outline” of Spring 2009 MME Administration Manual (pages 24-27).
- **Verify a student’s eligibility** to take the MME by checking the Score Report in the student file. Students who are ineligible to test will not receive ACT, WorkKeys, or MME scores.
- **Pretest sessions** for students to pre-grid their MME answer documents **MUST** be completed **BEFORE** testing. A student may not test if the pre-grid session is not completed **BEFORE** test day. Use the following materials received in your non-secure shipments for your Pretest Sessions:
 - Day 1 –
 - Spring 2009 Taking the ACT, State Testing (one for each student)
 - ACT Plus Writing Answer Folder supplement for the MME (TS)
 - Day 2 – MME Day 2 WorkKeys Answer Document Supplement
 - Day 3 – Spring 2009 MME Administration Manual – pages 33-37

Questions about this email? Call the OEAA at 877-560-8378.

Michigan Department of Education
Office of Educational Assessment and Accountability